

# NEW VOLUNTEER FIRST STEPS FORM

## WELCOME TO GIRL GUIDING

As an organisation with a mission to empower girls and young women to discover their potential as leaders of their world, Girl Guiding in Australia (GGiA) is committed to fostering a child safe and child friendly culture where children and young people are safe, respected and protected.

GGiA relies on the significant contribution made by Volunteers and is committed to recruiting in accordance with the National Principles for Child Safe Organisations. Part of our recruitment process requires you to complete this form. You will also need to have an interview. Girl Guides say THANK YOU for taking this first step towards volunteering with Girl Guides and taking the time to answer all the questions.

A TELL US ABOUT YOU			
Given Name		Surname	
Address		State	Postcode
Phone		Email	
Preferred contact method <input type="checkbox"/> Phone <input type="checkbox"/> Email			
<b>AREAS OF VOLUNTEER INTEREST:</b>			
<input type="checkbox"/> Youth - Unit Leader		<input type="checkbox"/> Working with Adults - District Manager	
<input type="checkbox"/> Working with Youth- Unit Helper		<input type="checkbox"/> Training	
<input type="checkbox"/> Working with Youth - Ongoing Volunteer		<input type="checkbox"/> Events, Governance	
<input type="checkbox"/> Working with Adults - Support Group Member		<input type="checkbox"/> No preference	
<input type="checkbox"/> Working with Adults - Region Team Member		<input type="checkbox"/> Admin/Retail	
Have you volunteered with/been involved with Girl Guides before? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, please provide details:			
Are you being nominated by a current member of Girl Guides? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If YES, please provide details of the person nominating you: Name, email, telephone number, Membership Number (if known).			
How did you hear about Girl Guides?			
We will be in touch shortly after you submit this form - Is there anything else you would like to let us know about?			

**B TELL US ABOUT YOUR EXPERIENCE****1. DETAILS OF THE VOLUNTEER ROLE** (If known)

<b>Position title</b>	<b>GGA/SGGO</b>
<b>Reports to</b>	<b>Location</b>
<b>Details of responsibility</b>	<b>Appointment period</b>

**2. VOLUNTEERING EXPERIENCE** Please provide your volunteering history for the past 10 years. Should there be gaps in your volunteering please include these with reason for gaps.

<b>Organisation</b>	<b>Role/position</b>	<b>From (date)</b>	<b>To (date)</b>	<b>Reason for leaving</b>

**3. EMPLOYMENT EXPERIENCE** Please provide your employment history for the past 10 years. Should there be gaps in your employment please include these with reason for gaps.

<b>Organisation</b>	<b>Role/position</b>	<b>From (date)</b>	<b>To (date)</b>	<b>Reason for leaving</b>

**4. GIRL GUIDING EXPERIENCE** Please provide your history with Girl Guides – anywhere, anytime.

<b>Organisation</b>	<b>Role/position</b>	<b>From (date)</b>	<b>To (date)</b>	<b>Reason for leaving</b>

**C CHILD SAFE DOCUMENTS**

Do you have a current Working with Children Check or \*equivalent?  YES  NO

*\*The name of the check may differ. In Victoria registration under the Education and Training Reform Act 2006 meets the WWCC requirements. Details of this registration must still be provided.*

If YES – please provide details

If No – please provide details as soon as available

Do you have a recent (i.e., issued within the last six months) National Police Check?  YES  NO

If YES – please provide an original (for sighting – a copy must be attached to this screening interview) or certified copy.

If No – please provide a copy as soon as available

**D REFERENCE CHECKING**

Please give us details of two referees. At least one, but preferably both, of the referees must have observed you working with children. It would also be good to include your most recent direct manager or supervisor.

**REFEREE 1 Name**

Address (this may be a business address for a work referee)

State

Postcode

Email

Phone

In what context do you know them?

How long have you known them?

What was your role when you were working/volunteering with them?

What were your main responsibilities in that role?

Are you related to the referee in any other way apart from your work/volunteer role?  YES  NO

If YES – Describe your relationship, include whether or not you are related, in a domestic, intimate or financial relationship or something else.

**REFEREE 2 Name**

Address (this may be a business address for a work referee)

State

Postcode

Email

Phone

In what context do you know them?

How long have you known them?

What was your role when you were working/volunteering with them?

What were your main responsibilities in that role?

Are you related to the referee in any other way apart from your work/volunteer role?  YES  NO

If YES – Describe your relationship, include whether or not you are related, in a domestic, intimate or financial relationship or something else.

**By submitting this form I am agreeing that I have provided accurate information.**

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